

**ARIZONA DEPARTMENT OF EDUCATION**

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 08-067**

**TO:** Superintendents, Business Managers, Charter Holders, and SAIS Technology Coordinators

**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance

**DATE:** Thursday, May 08, 2008

**SUBJECT:** **Statewide Processing Schedule Changes**

**May 15<sup>th</sup> Apportionment will be based on the same data as the April 15th payment.**

Due to the extended time for statewide data processing, the May 15th district and charter apportionment will be based on the Membership, Special Education Service Participation and ELL Program Participation data that was used for the April 15<sup>th</sup> district and charter apportionment.

The May 15th Payment Reports will be reconcilable to Student Count Reports created before April 10, 2008. The April mid-month process was abandoned in order to allow for the start of the April month-end processing. Therefore, the most recent Student Count Reports for ADM are based on mid-month processing, whereas the SPED and ELL reports reflect the previous month-end numbers.

The data processing for the April month-end will continue. As soon as the current aggregation process is completed, SAIS will be available for Student Detail access. The Student Count Reports from the April month-end process will be posted as soon as they become available to provide numbers that are needed for budget planning.

**May mid-month processing cancelled and SAIS will be offline May 27<sup>th</sup> for May month-end processing**

SAIS is taken offline for the purposes of completing Integrity and Aggregation processing. In the past, this processing could be completed in a few days. However, recently the length of time to complete this part of the processing has taken several days, leaving less time available for LEAs to review and correct Student Detail.

In favor of providing more availability to Student Detail for the June 15 payment the agency has decided to cancel the May mid-month processing. While charter schools will receive their regularly scheduled apportionment payment on June 15th, district schools will not receive their June 15th payment until August 1st. Additionally, SAIS will close at **4:00pm on May 27** to give the May month-end data sufficient time to process so that data is not abandoned for payment purposes like the April month-end data has been. Despite closing early for month-end, the LEAs will have an additional week of access to Student Detail since the May mid-month has been cancelled. These steps are in an effort to provide the largest amount of Student Detail availability and to meet the statutory deadline for the equalization payment.